United States
Department of
Agriculture

Office of
the Secretary

Office of
Information Resources
Management

Washington, D.C.
20250

AUG 0 2 1996

SUBJECT: Project Plan for Year 2000

TO: USDA Year 2000 Working Group

As a result of our July meeting on Year 2000 and the focus of Year 2000 at the IRM Council meeting, attached is a draft project plan for implementing Year 2000 for USDA agencies. This draft plan is modeled after the Social Security Administration process as well as the Year 2000 Interagency Committee.

We are currently engaged in activities in the awareness phase; identifying the problem, presentations and briefings to the program and information technology managers and staff on critical issues. Now we must concentrate on determining the magnitude and cost of Year 2000 conversion for USDA systems during the assessment phase.

Upon review and finalization of this project plan, we will utilize it as a tool for positioning USDA to implement Year 2000 conversions. Please review the attached project plan and be prepared to meet and discuss your comments on Thursday, August 22, 1996 at 2:00 p.m. in Room S-107 Side-A. If you are unable to attend, please contact me at 202-720-8478, to provide any comments.

Sandra T. Ginyard

SANDRA T. GINYARD
Project Manager
Year 2000

Attachment

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YEAR 2000 PROJECT PLAN

Awareness Phase

Define the problem
Establish the project team
Obtain high level management support
Make a business case
Decide upon an overall approach
Make oral and written presentations
    Publish articles in agency technical newsletters
    Prepare articles for corporate publications
    Brief each application area
Identify technical and management representatives for each department
Move beyond the Information Technology (IT) community
    Brief non systems departments
    Determine exposures in infrastructures:
        Access/environmental/elevators/security/fire
Define terms (Glossary)
Establish compliance standard for new systems
Start preparation of project plan

Assessment Phase

Code inventory
    Develop methodology for conducting inventory
        Select inventory team
            Conduct inventory of source code
            Determine Lines of Code (LOC)
            Identify languages
        Collect survey information
        Missing source code
            Identify tasks related to missing source code
            Map source to executables
            Prepare a list of no source modules
            Determine which modules must be re-created
            Assign responsibility for re-creating lost code
            Rewrite needed missing modules
            Identify source recovery vendor
        Vendor software
        Contractor maintained software
        Pilots
            Determine need for pilots
            Conduct pilots

- Submit pilot code to vendors for comparison
- Make decision on manual vs automated method
- Make decision on in house resources vs contractors

Identify technical issues requiring resolution

- Form technical team
- Screen input issues
  - Determine strategy for screen dates (2 or 4 positions)
  - Print and distribute decision paper
- Forms
  - Form subgroup to handle issues relating to forms
  - Resolve issues with pre-printed forms
  - Resolve issues with computer-generated forms

Estimating system cost for the Year 2000

- Survey available tools
- Conduct procurement for tools and/or services if necessary
- Determine cost using survey results and industry standards

Prepare master schedule for Renovation and Validation Phases

- Conduct risk analysis
- Prioritize systems for future phases
- Make decisions on modifications, re-engineering and retirement of systems/programs
- Decide on validation approach
- Identify data exchanges handled by operation, application areas, and non systems departments
  - Resolve date formats
  - Establish schedule for conversion of data exchanges
  - Determine need for bridges/filters

Complete preparation of project plan

Renovation Phase

Implement standardized date routines
Re-engineer selected systems/programs
Retire selected systems/program
Determine strategy for code modification by system (expand/algorithm/sliding scale/bridge)
Install and utilize selected Year 2000 tools
Develop bridges/filters
Re-create mission source code
Change files and databases

Validation Phase

- Create isolated future testing environment
  - Determine resources needed
    - Storage
    - Processing capacity
- Resolve technical issues
  - Determine how files will be aged
  - Volume testing vs individual case testing
  - Establish validation databases
  - Coordinate future validation efforts with ongoing development
- Utilize existing tools
- Regression test all changed systems
- Future date test all changed systems

Implementation Phase

- Schedule implementation of all changed systems, vendor software and hardware
- Make decision on parallel processing
- Resolve data exchange issues
  - No data received
  - Bad data received
- Consider use of hot sites for file conversion
- Decide on handling of archive files
- Develop backup/recovery plans

Project Management Implementation

- Form Systems Project Team
- Form Non-Systems Project Team
- Conduct status meetings
- Track progress to plan
- Develop funding requirements and develop strategies for funding
- Brief Senior management on status